

**STATE OF LOUISIANA
OFFICE OF YOUTH DEVELOPMENT
REQUEST FOR PROPOSALS**

**PROPOSER'S CONFERENCE
FRIDAY, AUGUST 27, 2004**

**10:00A.M.
Bldg. 1 Conference Room B
Baton Rouge, LA**

-MINUTES-

The following were present at the Proposers Conference Meeting on August 27, 2004

Patsy Austin	-	Procurement & Contractual Review Division
Sylvia Hanson	-	Procurement & Contractual Review Division
Brooke Garig	-	Procurement & Contractual Review Division
James Bueche	-	Director, Youth Services
Beth Meng	-	Asst. Director, Youth Services
Melba Oubre	-	Office of Youth Development
Barbara Bell	-	Office of Youth Development
Patty Thomas	-	Office of Youth Development
Blaine Poche	-	Office of Youth Development
Roy Ortego	-	Office of Youth Development
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Matt Moore	-	BI, Inc.
Rick Wheat	-	Louisiana Methodist Children's Home
Phillip McMillan	-	Louisiana Methodist Children's Home
Jan Gremillion	-	Youth Oasis
Carol Bowie		
Sandra Hall	-	Harmony Center
Robert Jefferson	-	Harmony Center
Collis Temple	-	Harmony Center
Martha Hulbert	-	Professional Providers
Dr. Allison Anadi	-	Professional Providers
Diane Dumas	-	Professional Providers
Alondric Bai	-	
Emily Watson	-	AMI
Greg Kleinpeter	-	AMI
Reginald & Melissa Williams	-	SBFO
Edna Johnson	-	LHRC
Geneva Burrell	-	
Gary Ivory	-	Youth Advocate Programs, Inc.
Connie Dotey	-	Strike II Ministries, Inc.
Dwayne Sumner	-	Strike II Ministries, Inc.
Tameka Blakes	-	LA Health & Rehab

James Bueche began the meeting by introducing himself, Director of Youth Services. He thanked everyone for attending, stating that the Department does appreciate the interest of the prospective contractors taking an interest in providing services to the juveniles that OYD serves and wished everyone good luck on their proposal. He wanted to note to all proposers that both of these programs are currently existing programs, no new programs, however, when you read through the proposal packet the contracts are based on a three year contract with an option to renew for two additional years. This means that the five (5) years for the current providers are up, which requires that the department put these services up for bid again. This means that everyone has an equal advantage to obtain a contract for these services. We want to encourage proposals from everyone. We want to encourage you to ask questions if anything is unclear to you about these programs or any other portion of the RFP. We want to get these questions on the record and get them out to everyone. Additionally, you will have an opportunity after this conference to submit written questions and get them answered as well. If there is anything that is not clear, please ask questions and they will be answered instead of sending in a proposal that is done incorrectly and may be disqualified from the process because something was not clear to you.

He stated to all proposers to make sure that they sign in because we need a record of who was in attendance and this would assure them a copy of the minutes and any questions that were submitted in writing and answered. He stated that Sylvia Hanson would go over the Administrative portion of the proposal packet and that Melba Oubre would go over the Program portion of the proposal packet. If you have any questions, please jot them down and when we get through going over the packet; we will open up the floor for questions.

At this point everyone introduced themselves, Sylvia Hanson, Procurement and Contractual Review Division, Patsy Austin, Director, Procurement and Contractual Review Division, Melba Oubre, Program Manager, Office of Youth Development, Beth Meng, Assistant Director, Division of Youth Services, Patty Thomas, Program Specialist for the Shreveport, Natchitoches and Jefferson Region, Barbara Bell, Assistant to Melba Oubre, Office of Youth Development, Blaine Poche, Program Specialist for Monroe, Tallulah, and Thibodaux Regions, Roy Ortego, Program Specialist for Lafayette, Baton Rouge, Hammond, and Alexandria Regions, and Brooke Garig, Procurement and Contractual Review Division.

Sylvia Hanson - At this time, an overview will be given of the Administrative part of the RFP process. She informed everyone that she would not go over the RFP packet page by page because this was an overview and would only go over high points of the administrative portion of the RFP and the Program personnel would go over the work statements individually

This Request for Proposal is for two (2) programs. We are looking for organized companies to bid on these two programs. You can ask any questions today, but any questions that you may come up with after today, needs to be submitted in writing, faxed, or emailed as stated on page 4 of this packet. You have until September 7, 2004 at 4:00 p.m. The questions will be answered and submitted to you along with the minutes from this meeting.

Page 5 of the RFP package: In regards to the proposal submission, you are asked to submit one (1) original and three (3) copies of each proposal. The proposals are due by October 11, 2004 no later than 4:00 p.m. They can be mailed to the physical address or the post office box, which is listed on page 5.

Page 6: General Information: Each proposal will be judged on its own merit. Proposers should assess the need for therapeutic services and staffing levels consistent with the characteristics of the population to be served. The Office of Youth Development (OYD) does not provide start up funds or cash advances to successful proposers; therefore, we stress that you meet all of the necessary qualifications and are financially and otherwise capable to comply with the timetables in the proposal. We also ask you to make sure that you have the financial resources available to operate for the first ninety (90) days of the contract statement as submitted by an Audited Financial Statement prepared by a CPA or a Letter of Credit in favor

of OYD equal to twenty-five percent (25%) of the first year's operating budget. Financial resources are measured as follows: Current Assets – Current Liabilities = 25% of the annual operating cost for the program.

Page 7 - This announcement does not commit OYD to award any contracts or to pay for any costs incurred in the preparation of this proposal. OYD reserves the right to accept or cancel this announcement at any time. Contracts awarded shall be based on proposals considered most advantageous to OYD as indicated in the evaluation criteria which we will go over later. Oral presentations will be conducted with the two (2) highest scoring proposals for each of the work statements. The award of the contract does not automatically commit OYD to any expenditure. The Division of Administration, Office of Contractual Review, must approve contracts before a legal commitment can be made to expend public funds for the contract.

OYD may request additional information for the purpose of evaluating this proposal. At that time, you will be given five (5) working to submit this additional information. **The one required document that you MUST submit with your proposal is the Cost Proposal.** It is Attachment 6 in this packet. The Cost Proposal has to be signed by the person authorized to enter into the agreement for your agency or organization. A Board Resolution should evidence this, which is Attachment 1.

By submission of your proposal, the proposer certifies that prices have been arrived at independently; no attempt has been made or will be made by the proposer to induce any other proposer to submit or not submit a proposal; the contents of the proposal are your own creation and have not been copied from another proposal.

The proposer must specify in the proposal, which service, if any, will be subcontracted. For the purposes of this solicitation, "subcontractor" shall be defined as an individual or firm who assumes some of the obligations of the primary contract via a contract. OYD will have no direct relationship with the individual or firm performing that portion of the program. All subcontracts shall be subject to the same clauses required by law and by the primary contract and must be approved, in writing, by the Assistant Secretary of OYD if a contract gets awarded. Proposers must submit the qualifications of the subcontractor(s) if you have any.

Page 8 - Lists some of the attachments that are required, if you are awarded a contract, such as the Standard Operating Procedures; (If any of you need a copy, we do have some here. Just ask and we will give you a copy.); Insurance Requirements, Attachment 3; the Cost Proposal Summary, Attachment 6. **AGAIN, THIS DOCUMENT IS MANDATORY. IT HAS TO BE SUBMITTED WITH YOUR PROPOSAL AND IT HAS TO BE SIGNED BY THE PERSON FOR YOUR AGENCY WHO IS AUTHORIZED TO BIND THE CONTRACT. IF IT IS NOT YOU WILL BE AUTOMATICALLY DISQUALIFIED.**

A contract resulting from this RFP may be terminated by OYD for failure to comply with provisions of the contract; for unavailability of funds; and for convenience.

The proposers must submit and Audited Financial Statement prepared by a CPA for the accounting period 2002 or later or a Letter of Credit in favor of OYD for 90 days in an amount equal to 25% of the first year's operating budget. The proposer must be able to begin operations and accept youths by the beginning dates specified in each program or the offer will be withdrawn. Failure to begin operations within this period of time may result in cancellation of the contract. One of the special mandatory requirements is that you have to be ACA accredited for Youth Community Residential Facilities or Youth Day Treatment Programs. If you are not already, you have to be able to obtain the accreditation within twelve (12) months of the signing of the contract.

The proposer shall be required to obtain and maintain insurance coverage as outlined in Attachment 3 and the proposer must have an operating license from the Office of Social Services, Bureau of Licensing, prior to full execution of the contract for halfway house and residential services.

Page 10 – Schedule of Events. The deadline to receive questions is September 7, 2004. Again, they can be faxed, emailed or mailed as stipulated on this page. Proposals are due by close of business, 4:00 p.m. October 11, 2004. The contracts will begin as indicated on the work statement. For those of you who will deliver your proposals, please do not wait until the last minute. If you are coming from out of town, take into consideration the traffic. **If you get here after the deadline, your proposal will not be considered.** If you get here after the deadline, we generally do not accept the proposal just so that there is no question about the validity of the proposal being here on time. Each proposal is time stamped, so there is a record of when they are received. If you require proof of delivery, these are given and are signed for your records.

James Bueche - This is one of the things that we look at and struggle with to make sure that you have enough time to prepare your proposal. You have approximately 1-½ months to prepare your proposal from today. Does anyone have a problem with this? No one present specified that it would be a problem.

Page 11 – Proposal Content - We do require that you submit one (1) original and three (3) copies. Please mark your Original. The proposals should be typed on letter size bond paper; pages must be numbered consecutively.

Each proposal must have the name of the proposer, program proposed, and the proposal should be divided into four (4) parts: Technical Portion, Qualifications of the Proposer, Proposed Site, and the Cost. **Again, the Cost Proposal MUST be submitted with your proposal and MUST be signed. This is mandatory. If this is not submitted with your proposal, your proposal WILL be disqualified.** There are no second chances for submission. This has happened in the past, which is why we mention this several times.

Page 12 – Program Description – When preparing your Program Description, extreme care should be taken to accurately describe the program, services, staffing, treatment patterns, etc. The selected proposer will be held responsible for the continued provision of the services as described in the proposal for the entire contract period.

James Bueche – Patsy asked James to discuss this issue. Because sometimes we get proposals and after the contract is awarded, the proposer wants to change what they have proposed to do and this cannot be allowed. You need to be real cognizant when submitting your proposal because the proposal is part of the contract for the entire contract period. OYD does detailed monitoring of these contracts. They have, in the past, discovered through this monitoring that certain providers had made a change to the contract or made a change to the program without letting OYD know and OYD had to go back and recover monies that were already paid to the provider to provide these services. As you do your proposal, please keep in mind that the staffing levels, the service provisions, etc. will be monitored and will have to be done for the entire term of the contract. The services cannot be decreased and the per diem remain the same.

Title Page – show identifying information that you need to list.

Technical Approach – show the action for start-up; the referral and admission policy; discharge policy; services, staffing.

Qualification of Proposer – show the organizational structure as shown listed in the packet.

Proposed Site – you have to provide proof of ownership, or if you are going to lease, submit a copy of the lease, or a letter of intention to lease, this needs to be submitted with your proposal. This too has been a problem in the past, so be careful when obtaining a site.

Cost – the cost proposal must contain a completed Budget Format, Attachment 5, and itemized statements required therein. Additional information, requested by OYD for the purpose of determining the validity of the per diem quoted, shall be provided with five (5) working days or the proposal will be rejected. Cost proposal MUST contain a per diem quote as indicated in the work statement.

Cost proposals which indicate donated goods or services must include the following: source of donation including grants, donations from benefactors or any other subsidies which would serve to offset the cost of the proposer; disclosure of the value of the in kind donation of goods and services; and written statement from the donor guaranteeing that the services, funds, etc. will be there for the entire term of the contract. Cost proposal for educational services should include any minimum foundation funds or additional services

provided by school regions, i.e. transportation, meals, books, etc. Include any additional information the proposer feels appropriate to substantiate the fee quoted.

James Bueche – Regarding the additional information, because of the programs being per diem programs, a provider will build in a certain occupancy rate in their quoted per diem. If you do this, let us know what the occupancy rate is so that when we look at your proposal, we can calculate how you obtained your per diem. If you do this, please let us know because when we look at it we can take that into consideration when looking at your budget and at your per diem.

Documentation Required with Proposal – Cost Proposal, Attachment 6, **MANDATORY**
Audited Financial Statement or Letter of Credit
Budget Format, Attachment 5
List of Board of Directors
Job Descriptions
Organizational Chart
Resume or Position Description of Program Director
Board Resolution, Attachment 1
List of Agency References
Letter of Tax Exempt Status
Description of Proposed Site
Disclosure of Ownership, Attachment 4

These documents are required with the proposal. If they are not attached with your proposal packet, you will receive a call from Sylvia Hanson telling you which documents are needed. From the time that you are called, you will have five (5) working days to submit these documents. If they are not submitted within the time allotted, your proposal will be disqualified.

Page 16 – Proposal Evaluation Criteria – The Technical Approach is worth 35 points. The Qualifications of Proposer is worth 10 points. The Proposed Site is worth 5 points. The Cost is worth 50 points. The evaluation criteria listed under each heading is what is used to evaluate each individual proposal.

Under the Cost evaluation, in regards to Program #1 the cost will be awarded on a statewide basis, therefore, the cost will be compared to other proposals received for this program only. In regards to Program #2, the cost will be awarded by region; therefore, the cost will be compared to each region for scoring purposes. The sample listed in the packet is the formula used to calculate cost.

Does anyone have any questions regarding the calculation of the cost? There were no questions presented at that time. The score will be based on the per diem quoted not the total annual cost.

The Oral Presentation is worth 20 points. The two highest scoring proposals are invited to the oral presentations.

The total score used to be 100 points. Now the Oral Presentation score is in addition to the 100 points allowed; therefore, now the total score received will be 120 points maximum.

This concludes the Administrative portion of the conference. If you have any questions, you may ask them now.

Question: If you are going to propose for both regions in Program #2, do you need to submit separate proposals?

Answer: Yes

Question: On page 9 you mention that ACA accreditation is required. Are there other accreditations that you can substitute for that?

Answer: You can substitute COA and that is on a case-by-case, program by program basis. JCAHO, but I don't think any of our programs are accredited by them. I think they went to COA or ACA. As long as it is a national accrediting body and we can call that accrediting body staff to get some general information, we generally use those as a substitute for ACA.

This request has to be submitted in writing and receive approval from Mr. James Bueche.

Question: In regards to the two programs, does the facility have to be in the same city?

Answer: We will get to that in the overview of the programs.

Question: Are you going to look at existing programs versus new programs?

Answer: We are going to look at all of the proposals as long as you meet all of the criteria. All of the proposals are going to be scored regardless if you have a program going or not. Everyone will be scored on the same criteria. If you look at the evaluation criteria, under qualifications one of the criteria for evaluation is experience. If you make it to the oral presentation, then one of the criteria is experience – knowing what kind of juveniles that we deal with, what kind of program, kind of services, etc. This is an important part of the evaluation but it is not to say that a new program cannot meet these same requirements.

Question: In regards to requirements, does the facility have to be profit, non-profit, or it does not matter?

Answer: It does not matter. I don't think any of the contracts are for profit but this does not prohibit OYD from contracting with them. This does not impact the scoring at all.

Question: Is there any specific criteria regarding the guidelines that you want us to have regarding the juveniles?

Answer: We will talk about that in the Program portion. Why don't we go on into the Program portion of the RFP and if you still have questions when we are through then I will be happy to answer at that time.

Again after the conference is over, if you have any other questions, you have until September 7, 2004 to submit them in writing. They will be answered and become a part of the minutes.

The conference was then turned over to Melba Oubre to give an overview of the Program portion of the RFP.

Melba Oubre - We have two programs that have been identified. One is a residential programs and the other is a day program.

First of all, there are some Standard Operating Procedures (SOP) here for you to have to use when you are preparing your proposals. There is specific terminology that you should use in your proposal, i.e. case manager, therapist. Make sure that the terminology that you use in your proposal matches the terminology used in the SOP and also in addition to the specific requirements outlined in the SOP. We don't want you to use the incorrect terminology. For instance you may state you are going to hire a "counselor" for a certain position and it is identified in the SOP, as a "therapist" and this person may not have the necessary requirements to address this particular area. We want to make sure that you use the same terminology.

The first program is a residential program. As Mr. Bueche stated earlier, these programs are existing programs. They are not new programs. They are currently in operation within the state of Louisiana. As stated in Community Intervention Program #1, the programs can be located statewide. This means it is not specified to any particular area. It can be located anywhere within the state of Louisiana. Referrals for these programs come from our Regional Office statewide. One program is to accommodate 12 to 15 males in one facility. We have another program that currently accommodates 6 males and 10 females.

Question: You refer to 6 males and 10 females in one facility. Is this co-ed?

Answer: No, it is not co-ed. You can house 6 males in one facility and the 10 females in another facility.

You can bid on the 12 – 15 males, the 6 males, or the 10 females.

Question: If you want to bid on all three, do you need to do three different proposals?

Answer: No, you can put them all in one proposal. It can be all in one proposal but you need to designate sites, locations, services, etc. for each population.

Question: Are you saying that you can bid all or any one of the three?

Answer: You can bid any one of the three. If you want to bid on just the 6 males, you can put in a proposal for the 6 males.

Question: Can you put in a proposal for like 5 female beds? Does the proposal have to be in those increments?

Answer: No, it has to be in the increments specified because these are existing programs.

Page 19 – I want to reiterate something that has been added in the “Resident Treatment program must provide a broad range of services including, but not limited to:” You are going to see that bullet #2: “Individual and group counseling services in-house and through community resources; at least 1 hour per Youth per week of individual and 1 hour per week of group counseling.” This is something new that has been added. Providing a time frame and a frequency. Now, this does not mean that this is all that you have to provide. This is a general idea of what we are going to be looking for in regards to the residential program.

As previously stated, the program home must be located within the state of Louisiana. There are particular staffing requirements, which are addressed through the Bureau of Licensing as well. You must have the adequate number of qualified awake staff in the residential program because this is a 24-hour program. The staff has to be awake. These juveniles have been removed from their parents home and they will be housed and living in your particular program.

Question: You have 6 – 12 on the residential. What would the staff ratio be? Is it 1 – 4?

Answer: It is 1 – 6. This is not OYD standards. This is Licensing standards. You have to have a license to contract with OYD. OCS standards are 1 –4 but the OYD programs are 1 –6.

Question: The question is about on campus or regular alternative schools. Do you mean that an on campus school is required or one needs to be available in case the juveniles get thrown out of school?

Answer: If you look in the services afforded to each youth, it states that additional points will be awarded to providers that can provide an on ground school. It is not stating that you have to have an on ground school.

Do we need to include in the minutes the phone number for Licensing? Yes, the phone number for Bureau of Licensing is 225-992-0015.

Question: What is the age of the youth being served?

Answer: 12 – 17 years of age.

Page 21 – Community Intervention Program #2 – This is the day program. This is for juveniles that are under supervision of OYD. They are currently in their home. This is an added service. They may have

been expelled from school or experiencing school problems within the community. This may be juveniles that have been released from a residential program or from one of our secure programs and we feel that they may be better served attending this type of program.

The program must be designed to provide a minimum of six (6) hours of educational services. Meal, break, and recess time shall not be included in the six (6) hours of educational services. Additionally, the first thirty (30) days the juveniles remain at the program four (4) additional hours per day as well as attend on weekends also.

The program is responsible for the transportation of the juvenile to and from the program. The juvenile cannot be on the transportation bus no more than one (1) hour to the program and no more than one (1) hour from the program. This has to be taken into consideration as well as travel time.

Page 22 - Currently, we have two (2) day program that are coming up for expiration. One of them is located in the Lake Charles Regional Office. This day program includes male and female youths between the ages 12 – 17. The juveniles for this particular program will come from the city of Lake Charles, the communities of Sulphur, Vinton, DeQuincy, Kinder, DeRidder, Oberlin, Elton, Jennings, Welsh and Iowa. The physical structure of this building shall have adequate square footage to meet the programmatic needs of the 35 – 40 youths served in the program.

The Lake Charles Regional program has a start up date of August 1, 2005. The Shreveport Regional program has a start up date of January 1, 2005.

The other day program is for the Shreveport region. This will include male and female youths between the ages of 12 – 17 to include Shreveport, Bossier City, Rural Caddo, Rural Bossier, Webster Parishes and the cities of Homer and Arcadia. The physical structure of this building shall have adequate square footage to meet the programmatic needs of the 40 –46 youths served in this program. The physical location of this program must be within a 40 –50 mile radius of the Shreveport Office. The Shreveport Regional Office is located at 1525 Fairfield Avenue, Ste. 1053, Shreveport, LA 71101.

Any other information identified in this program is the same as that identified in the other program as far as Fiscal Consideration/Payment and Evaluation of Performance.

Question: When you talk about the certain number of slots do you look at length of stay or does that vary or is there some standard length of stay given the program?

Answer: Initially, any juvenile that comes into the day programs have to stay the first 30 days. They participate in what is called the extended services. The length of stay for the day program varies. It depends on the juvenile. The general time is an estimated 6 to 9 months. This is what we want you to do is come up with a length of stay. Six (6) to nine (9) months is the average now. Keep that in mind when preparing your proposal. Obviously, there would be a problem with a program that will last only 30 days or 2 to 3 years.

Page 22 - I would like to point out one thing. The day program shall obtain alternative school status within the regular education system by the Board of Elementary and Secondary Education within nine (9) months within the effective date of the contract for the purpose of obtaining certified teachers, supplies and/or funding.

ACA is required for both programs; the day program as well as the residential program. You have to obtain accreditation with one (1) year, of the signing of the contract, if you are not already accredited by ACA or some other national body.

Question: Do you have an estimate of what the cost factor is for getting ACA accreditation?

Answer: There is a phone number in the packet that you can call to obtain any information that you need.

Question: Does anyone that we would subcontract with for substance abuse in the Capital Area have to be ACA accredited?

Answer: No, just the program needs to be ACA accredited. You may be thinking about the subcontract part of the contract that we referred to. When we say subcontract, we mean for example, your food services, health care, etc. If you take them to a local doctor, that is different. That is the point of a community-based program, is to utilize what is out there in the community. To get these juveniles into more of a normal type of structured setting instead of an institution setting.

Question: Do these juveniles have Medicaid?

Answer: Yes, they will all have a Medical card.

The RFP refers to what types of services that we want. You will have to develop a program, the level of staff, frequency, etc. We want the programs to be innovative, utilize services available in the community, etc. As you can see the cost is 50 points. This used to be half of your score. This has changed to be now 50 of 120 points, which is still a high percentage of the overall points received.

Question: On the residential program, can you take the juveniles off campus to educate them?

Answer: Yes, that's what it states in the packet. We just want to make sure that there is access to educational services for the juveniles. Most parishes the juveniles cannot go to a regular school so they have an alternative school that they can get the juveniles in. These juveniles do have a lot of behavioral problems, they have problems with the school system, etc.

Question: Are the referrals already in a residential program?

Answer: The referrals would come through the court system. They may be in a detention center, they may be in a shelter program, etc. All of the paperwork would come with the juvenile.

The SOP goes into about what kind of documentation comes with the juvenile, how to do treatment planning, how to do home passes, staffing levels, etc.

Make sure when preparing your staffing levels, to use the terminology used in the SOP because this could get confusing to the persons evaluating your proposal.

Question: If we have other populations that are female and we bid on the 6 male beds? Could this be co-ed?

Answer: You would have to check with the Bureau of Licensing. I don't know if Licensing would allow co-ed residential program under the same roof.

Question: The age is 12 – 17 years old. Can it go from 10 –17 years old?

Answer: 12 – 17 years old is the general age. On your license it is probably 10 –17 years of age. Basically, our juveniles are 12 –17 years of age. Every year or two, we will get juveniles that fall in the 8, 9, 10 year old category, at that time, we go to programs that specialize with some of those juveniles to accept them into their programs.

Question: On page 17, regarding the lowest annual cost divided by the proposal annual cost. The lowest annual cost, is that the lowest cost per program?

Answer: What we take is if we get 5 proposals and one is \$45.00 and one is \$55.00 then the lowest per diem becomes the denominator.

On program #1, all of them will be using that formula. On program #2, that formula will be applied to the different regions, example: Lake Charles will be grouped in one formula, Shreveport will be grouped in one formula, etc.

The score will be based on the per diem and not the total cost because you may be submitting a proposal for 6 juveniles and someone else may be submitting a proposal for 10 juveniles and this would not be fair. Again, the Cost will be evaluated on the per diem.

Question: Where can we get information in accordance with restorative justice?

Answer: OJJDP – Office of Juvenile Justice Delinquency Prevention has website information out there on restorative justice. If you can't find anything on the Internet, James left business cards for proposers to call him and he can give them additional places to look for information.

If you go to our website, we have a lot of data out there for your use. The website address is:

www.oyd.louisiana.gov or www.corrections.state.la.us - on this web page, double click on "Youth Services" (under Agency Overview)

With no other questions, the meeting was adjourned.